
4. Duty to Respond

- a) Schools shall respond to all high risk/threat related behaviours. All high risk behaviours shall be taken seriously and assessed accordingly.

5. Immediate Risk Procedures

- a) These are matters for immediate police intervention.
- b) The principal or designate shall contact the police immediately and take steps to ensure the safety of all those in the school by activating established procedures such as school evacuation or school security (lock down).
- c) The principal or designate shall notify the Superintendent or designate following initial police contact.

6. High Risk Behaviours

- a) Upon receiving a report of high risk behaviour, the principal or designate will activate the Stage One Threat/Risk Assessment Protocol.
- b) The principal or designate shall notify the parents/guardians of the student making the threat at the earliest opportunity as well as the parents/guardians of those students against whom the threat was made. Parents/guardians become an integral part of the initial risk assessment process.
- c) The Stage One Threat/Risk Assessment Protocol will guide the process from initial assessment, to planning interventions to decrease risk, to plans for re-entry to school if a suspension has occurred.
- d) When information suggests that a student who has made a threat poses a medium to high risk, the Assistant Superintendent will be contacted to activate the Stage Two Violence Threat Risk Assessment (V-TRA) Team.

7. Duty to Victims and Others

- a) The principal or designate shall ensure that appropriate support is provided to those against whom threats have been made.
 - b) The principal or designate shall notify all school staff, and parents/guardians, if necessary, within a reasonable time period, when the protocol has been activated as a result of high risk behaviour.
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8. Students Requiring Special Consideration

- a) When dealing with students under twelve years of age, students with special needs, or other exceptional students, accountability/maturation issues and cognitive abilities shall be taken into consideration.
- b) Since these students can still pose a risk, the Stage One Threat/Risk Assessment will still be activated.
- c) The principal or designate and the Assistant Superintendent shall determine police involvement.

9. Threat Assessment Incident Report

- a) If the level of risk is low to medium, school interventions are enacted and the Stage One Report Form is sent to the Assistant Superintendent. The Report is placed in the student's file.
- b) If the level of risk is medium to high, contact the Assistant Superintendent to activate the Stage Two V-TRA Team.

The V-TRA Team completes the risk evaluation (low, medium, high) and develops a long term intervention/treatment and/or a risk management plan.

The final Stage Two Violence Threat/Risk Assessment Report is written by the Assistant Superintendent and copies are given to the parents/guardians and placed in the student's file.
